

ARTISTS' LEGAL OUTREACH VOLUNTEER FORM FOR STUDENTS

Alliance for Arts + Culture
 Suite 100 - 938 Howe Street
 Vancouver, B.C. V6Z 1N9
 www.allianceforarts.com
 T: (604) 681-3535
 F: (604) 681-7848
 legal@allianceforarts.com

CONTACT INFORMATION

PLEASE TYPE OR PRINT

Name:		
Street Address:		
City/Town:	Province:	Postal Code:
Phone:	Email:	
School:		
Anticipated Year of Graduation:		

Do you have a background in the arts? If so, in what areas?

What areas of entertainment/intellectual property law are you interested in?

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| 1. | 3. |
| 2. | 4. |

AVAILABILITY

	Monday Administration (2 hours per week)	Tuesday	Wednesday Clinics: 4:30-7 PM, twice per month	Thursday	Friday
Time					

RESPONSIBILITIES and DUTIES

Professional Responsibility

In providing legal services, all volunteers of the Artists' Legal Outreach are expected to maintain the same level of professional and ethical standards as practicing lawyers.

Duty of Confidentiality

- Safekeeping of the clients' personal and business information includes the duty of confidentiality. While you may discuss the content of the file with the ALO lawyers, you **MUST NOT** engage in indiscrete conversations or gossip about the clients' matters.
- Files are not to be removed from the Alliance office and must be stored in the filing drawer. You must keep the clients' files secure and must not leave them lying around. If you are attending a clinic, it is the students' responsibility to ensure the file drawer is locked at the end of the evening.

I hereby certify that I will abide by the above professional responsibilities and duties of confidentiality. (This portion can be signed at your orientation session)

Signature

Date

Thank you for your interest in the ALO. You will be contacted to schedule an orientation session. As the ALO is run entirely by volunteers, it may take over a week to respond to your inquiry.